

September 1, 2009

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| DIRECTIVE: | JOB CORPS PRH CHANGE NOTICE NO. 09-04 |
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LYNN A. INTREPIDI  
Interim National Director  
Office of Job Corps

SUBJECT: PRH Chapter 5, Exhibit 5-4: SafetyNet Toolkit Training for Job Corps Staff

1. Purpose. To inform the Job Corps community of required annual training in the SafetyNet toolkit for all Job Corps staff.

2. Background. Job Corps is committed to maintaining a safe environment for all students and staff. The National Office of Job Corps has created a virtual toolkit, entitled SafetyNet, to ensure that Job Corps students remain safe while on center and in their communities.

SafetyNet provides information and resources on bullying, violence, suicide, and injury prevention. These sections contain interactive staff trainings, fact sheets and brochures, Job Corps-specific documents, and links to outside resources. Staff trainings can be completed in about 1 hour. Each training is followed by a 10-question assessment. If staff score a 7 out of 10 or better on the assessment, they can request a certificate of completion. Various fact sheets and brochures are geared toward staff and students. They are all designed specifically for Job Corps, and can be printed on center. In addition, the toolkit supplies information on creating an anti-bullying policy and responding to critical incidents, as well as special topics such as preventing sexual assault, preventing relationship aggression, preventing gang violence, and preventing violence at sporting events.

3. Explanation of Changes. Exhibit 5-4 has been revised to include the SafetyNet toolkit as a required annual training for all center staff.

4. Action Required. Job Corps staff can access the SafetyNet toolkit for the required annual training at: <http://jchealth.jobcorps.gov/safetynet>.

Addressees are to ensure that this Change Notice is distributed to all Job Corps center staff members.

5. Effective Date. September 1, 2009.

6. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or [abnathy.carol@dol.gov](mailto:abnathy.carol@dol.gov).

#### Attachments

A – PRH Cover Page

B – PRH Exhibit 5-4